



Information Memorandum

Oregon Department of Human Services

Originating Cluster:

Seniors and People with Disabilities

Authorized by: Catherine A. Cooper, Assistant
Deputy Director
Signature

IM Number: SPD-IM-03-107

Date: November 21, 2003

Subject: Proposal for Increasing the Amount of FS Case Reviews

Applies to (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County DD Program Managers |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Children Adults and Families | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Community Human Services | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> Other (please specify): _____ | |

Message: Attached are the numbers for each branch based on the proposal for increasing the amount of FS case reviews to correlate with the size of the caseload in each branch.

The Excel document breaks down the numbers, per office and per AAA. The definitions of the branch sizes are:

- Small (up to 1,000) = 35 Reviews
- Medium (1,000-3,000) = 50 Reviews
- Large (Over 3,000) = 75 Reviews

For those who are preparing to interview the FS Reviewer applicants, we are hoping this document will assist you in the interview process and the deploying of the Reviewers.

If you have any concerns/issues with the proposal, please contact Arlene Rike by the COB on Monday, November 24. If there are no glaring concerns, the plan is to implement this new process in January 2004.

If you have any questions about this information, contact:

Contact(s):	Arlene Rike		
Phone:	503-945-6111	Fax:	503-373-7032
E-mail:	Arlene.L.Rike@ state.or.us		

Comparison of Income Review Sample Sizes

Region	SDA	Group	Oct 03 Caseload	Reviews Now	Review Days Now	Reviews Proposed	Proposed Review Days	Increased No. of Reviews	Increased Review Days
NW	1	0401	1,088	35		50		15	
NW	1	0411/0417	707	35		35		0	
NW	1	0501	1,731	35		50		15	
NW	1	0511	585	35		35		0	
NW	1	2901	791	35		35		0	
NW	1	2911/2917	369	35		35		0	
		SDA 1	5,271	210	6	240	6.86	30	0.86
NW	2	0701	1,257	35		50		15	
NW	2	1401	1,543	35		50		15	
NW	2	1402	2,103	35		50		15	
NW	2	1403	22,817	35		75		40	
NW	2	2601	981	35		35		0	
NW	2	2801	4,647	35		75		40	
NW	2	3501	2,702	35		50		15	
NW	2	3502	816	35		35		0	
NW	2	3504	680	35		35		0	
NW	2	1418	2,846	35		50		15	
NW	2	2518	2,611	35		50		15	
NW	2	2617	2,500	35		50		15	
NW	2	2811	1,320	35		50		15	
NW	2	3515	3,173	35		75		40	
NW	2	3518	2,170	35		50		15	
		SDA 2	52,166	525	15	780	22.29	255	7.29
NW	3	2401	2,111	35		50		15	
NW	3	2402	3,073	35		75		40	
NW	3	2403	9,804	35		75		40	
NW	3	2404	1,192	35		50		15	
NW	3	2417	1,345	35		50		15	
NW	3	2418	1,002	35		50		15	
NW	3	3601	2,507	35		50		15	
NW	3	3617	489	35		35		0	
NW	3	1901/1917	1,254	35		50		15	
NW	3	2701/2712	1,697	35		50		15	
NW	3	1911	372	35		35		0	
NW	3	2411	1,246	35		50		15	
NW	3	2711	347	35		35		0	
NW	3	3611	464	35		35		0	
		SDA 3	26,903	490	14	690	19.71	200	5.71
NW	15	0302	3,929	35		75		40	
NW	15	0303	2,914	35		50		15	
NW	15	0312	3,197	35		75		40	

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Region	SDA	Group	Oct 03 Caseload	Reviews Now	Review Days Now	Reviews Proposed	Proposed Review Days	Increased No. of Reviews	Increased Review Days
		SDA 15	10,040	105		200	5.71	95	5.71
NW	16	3401	1,881	35		50		15	
NW	16	3402	2,375	35		50		15	
NW	16	3403	1,516	35		50		15	
NW	16	3404	1,975	35		50		15	
NW	16	3411	823	35		35		0	
NW	16	3415	761	35		35		0	
NW	16	3417	1,791	35		50		15	
		SDA 16	11,122	245	7	320	9.14	75	2.14
NW Total				1,575	45	2,230	63.71	655	18.71
NW - Total Proposed Review Days divided by 5 reviewers gives 12.7 days per reviewer per month									
SW	4	0201	2,801	35		50		15	
SW	4	2101	2,894	35		50		15	
SW	4	2201	2,948	35		50		15	
SW	4	2202	2,627	35		50		15	
SW	4	2111	426	35		35		0	
SW	4	2117	768	35		35		0	
SW	4	2211	977	35		35		0	
SW	4	2217	1,660	35		50		15	
		SDA 4	15,101	280	8	355	10.14	75	2.14
SW	5	1101	4,731	35		75		40	
SW	5	1102	1,084	35		50		15	
SW	5	1103	359	35		35		0	
SW	5	2001	4,491	35		75		40	
SW	5	2002	5,037	35		75		40	
SW	5	2003	1,543	35		50		15	
SW	5	3201	901	35		35		0	
SW	5	2011	4,856	35		75		40	
SW	5	2019	660	35		35		0	
SW	5	3211	342	35		35		0	
		SDA 5	24,004	350	10	540	15.43	190	5.43
SW	6	1001	4,548	35		75		40	
SW	6	1002	961	35		35		0	
SW	6	1017	1,271	35		50		15	
SW	6	1011	1,036	35		50		15	
		SDA 6	7,816	140	4	210	6.00	70	2.00
SW	7	0601	3,331	35		75		40	
SW	7	0611/0613	2,068	35		50		15	
SW	7	0801/0811	1,308	35		50		15	
		SDA 7	6,707	105	3	175	5.00	70	2.00

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Region	SDA	Group	Oct 03 Caseload	Reviews Now	Review Days Now	Reviews Proposed	Proposed Review Days	Increased No. of Reviews	Increased Review Days
SW	8	1501	3,272	35		75		40	
SW	8	1502	907	35		35		0	
SW	8	1503	5,585	35		75		40	
SW	8	1505	975	35		35		0	
SW	8	1701	2,022	35		50		15	
SW	8	1702	889	35		35		0	
SW	8	1513	1,314	35		50		15	
SW	8	1517	1,926	35		50		15	
SW	8	1717	2,370	35		50		15	
		SDA 8	19,260	315	9	455	13.00	140	4.00
SW Total			72,888	1,190	34	1,735	49.57	545	15.57

SW - Total Proposed Review Days divided by 4 reviewers gives 12.4 days per reviewer per month

E	9	1202/3301	1,859	35		50		15	
E	9	3302/3312	852	35		35		0	
		SDA 9	2,711	70	2	85	2.43	15	0.43
E	10	0901	2,819	35		50		15	
E	10	0902	1,762	35		50		15	
E	10	0903/0913	943	35		35		0	
E	10	0911	742	35		35		0	
E	10	0914	427	35		35		0	
E	10	1601/1611	1,141	35		50		15	
E	10	1602/1612	1,359	35		50		15	
		SDA 10	9,193	245	7	305	8.71	60	1.71
E	11	1801	3,082	35		75		40	
E	11	1802	186	35		35		0	
E	11	1811	1,512	35		50		15	
		SDA 11	4,780	105	3	160	4.57	55	1.57
E	12	3001/3011	1,308	35		50		15	
E	12	3003	1,360	35		50		15	
E	12	3004/3014	891	35		35		0	
E	12	3005	455	35		35		0	
E	12	3013	646	35		35		0	
		SDA 12	4,660	175	5	205	5.86	30	0.86
E	13	0101/0111	1,069	35		50		15	
E	13	3101/3111	1,458	35		50		15	
E	13	3102/3112	307	35		35		0	
		SDA 13	2,834	105	3	135	3.86	30	0.86
E	14	1201/1211	301	35		35		0	
E	14	1301/1311	405	35		35		0	
E	14	2301	1,352	35		50		15	

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Region	SDA	Group	Oct 03 Caseload	Reviews Now	Review Days Now	Reviews Proposed	Proposed Review Days	Increased No. of Reviews	Increased Review Days
E	14	2311	541	35		35		0	
		SDA 14	2,599	140	4	155	4.43	15	0.43
E Total			26,777	840	24	1,045	29.86	205	5.86

E - Total Proposed Reivew Days divided by 3 reviewers gives 10 days per reviewer per month